

# 23 Delete a Pending SAR

## Introduction to Delete a Pending SAR

Before a SAR is authorized or state-approved, a user that is granted security access to enter a SAR may delete a SAR that is in “Pending” Status. Reasons for needing to delete a pending SAR may include:

- Selecting the wrong provider during SAR entry
- Entering a SAR for the wrong client

## Objectives

At the completion of this section, you will be able to:

- Delete a Pending SAR
- Create a narrative for a Deleted SAR

## 23.1 How to Delete a Pending SAR

Notes

1. Search for a Pending SAR and view the details on View SAR Details.
2. Click the “Delete” tab

[Authorization](#) | [Provider](#) | [Formulary](#) | [Procedure Code](#) | [Administration](#) | [Reports](#)

### View SAR

FRANCISCO CARLOS CHAVEZ III, 3331366		PENDING, SAR ID 97000000690					
Authorize	Deny	Cancel	Modify	Extend	<b>Delete</b>	Print	
<b>CLIENT INFORMATION</b>							
Client Name:	FRANCISCO CARLOS CHAVEZ III	F/R Elig:	ELIGIBLE	Reg Status:	ACTIVE		
CCS Number:	3331366	Med Elig Status:	ELIGIBLE	Application Status:	SIGNED APP		
DOB:	02/04/1984	Diagnostic Only:	NO	PSA Status:	SIGNED		
CIN:	97461633CS	CCS Elig Status:	9N CCS-M/C ONLY	Program Begin Date:	12/18/2002		
Gender:	MALE	County:	KINGS	Program End Date:	12/18/2004		
<b>PROVIDER INFORMATION</b>							
Provider Name:	TETZLAFF, THOMAS R MD			Provider Number:	FS4901334		
Address:	75 PRINGLE WAY, STE 801, RENO, NV, 89502-8400			County:			
<b>SAR INFORMATION</b>							
SAR Number:	97000000690	Request Date:	06/03/2004				
Service Begin Date:	07/01/2004	Service End Date:	09/01/2004				
No Of Days:	63	State Funded:	N				
EPSDT-SS:	N	CCS-SS:	N				
State Approved Category:							
Primary Diagnosis:	745.4 VENTRICULAR SEPTAL DEFECT						
Secondary Diagnosis:							
<b>SERVICE REQUEST AUTHORIZATION</b>							
<b>SERVICE REQUEST AUTHORIZATION</b>							
Service Code	Modifier	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
33310			EXPLORATORY HEART SURGERY		1.0		
01			PHYSICIAN		1.0		
<b>AUTHORIZATION DETAILS</b>							
Date:	06/24/2004	Authorized By:	MCCARLEY, TRACI	Reporting Category:	TREATMENT		
Special Instructions:							
<b>DENIAL DETAILS</b>							
Date:		Denied By:		Effective Date:			
Denial Reason:							
<b>CANCELLATION DETAILS</b>							
Date:		Canceled By:					
Cancellation Reason							
<b>EXTENSION DETAILS</b>							
Date:		Extended By:		Extended SAR No:			
<b>OTHER DETAILS</b>							
Last Update Date:	06/24/2004	Last Update By:	MCCARLEY, TRACI				

- Acknowledge the warning message.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

FRANCISCO CARLOS CHAVEZ III, 3331366 PENDING, SAR ID 97000001760

Authorize Deny Cancel Modify Extend Delete Print

**CLIENT INFORMATION**

Client Name: FRANCISCO CARLOS CHAVEZ III  
 CCS Number: 3331366  
 DOB: 02/04/1984  
 CIL: 97461633C5  
 Gender: Male

**PROVIDER INFORMATION**

Provider Name: TETZLAFF, THOMAS R MD  
 Address: 75 PRINGLE WAY, STE 801, RENO, NV, 89502-8400  
 Provider Number: FS4901334  
 County: null

**SAR INFORMATION**

SAR Number: 97000001760  
 Service Begin Date: 04/01/2004  
 No Of Days: 254  
 EPSDT-SS: N  
 State Approved Category: Incontinent Supplies for Children Under Five

Request Date: 04/20/2004  
 Service End Date: 12/30/2004  
 State Funded: N  
 CCS-SS: N

Microsoft Internet Explorer  
 Are You Sure You Want To Delete This Sar?  
 OK Cancel



### Modifying Authorized and Extended SARs versus Deleting a Pending SAR

“Authorized” and “Extended” SARs can *only* be modified on the SAME day that the transaction was made (prior to the data being sent to the Fiscal Intermediaries).

Deleting a Pending SAR will change the SAR status to “Deleted”, however the SAR data is retained in the CMS Net database.

4. Enter additional narrative text if appropriate.
5. Click the "Save" button.

## Notes

### Narrative

JASMINE ROJAS, 3719345				NO ACTION, SAR ID 97000345270			
<b>CLIENT INFORMATION</b>							
<b>Client Name:</b>	JASMINE ROJAS	<b>F/R Elig:</b>		<b>Reg Status:</b>	ACTIVE		
<b>CCS Number:</b>	3719345	<b>Med Elig Status:</b>		<b>Application Status:</b>	FINAL NOTICE/NO APP RECD		
<b>DOB:</b>	08/20/2002	<b>Diagnostic Only:</b>	NO	<b>PSA Status:</b>	NOT REQUIRED		
<b>CIH:</b>	92752659D1	<b>CCS Elig Status:</b>	9K CCS	<b>Program Begin Date:</b>	01/15/2003		
<b>Gender:</b>	FEMALE	<b>County:</b>	SANTA CLARA	<b>Program End Date:</b>	01/14/2005		
<b>NARRATIVE INFORMATION</b>							
<b>Narrative Date:</b>	03/08/2005						
<b>General Topic:</b>	Service Authorization #97000345270, Status: No Action						
<b>User:</b>	MCCARLEY, TRACI						
<b>Provider:</b>	SIMKIN, JOSEFA F MD						
<b>Service Period:</b>	09/02/2004 thru 11/30/2004						
<b>Provider Type:</b>	PHYSICIANS						
<b>Distribution:</b>							
<b>ADDITIONAL INFORMATION</b>							
<b>Service Code</b>	<b>Type</b>	<b>Modifier</b>	<b>Alternate Code</b>	<b>Service Description</b>	<b>Alternate Description</b>	<b>Units</b>	<b>Quantity</b>
30124	K			REMOVAL OF NOSE LESION		1	
30125	K			REMOVAL OF NOSE LESION		1	
30130	K			REMOVAL OF TURBINATE BONES		1	
<b>NARRATIVE TEXT</b>							
THIS SPACE IS AVAILABLE FOR FREE TEXT - THIS SAR WAS ENTERED IN ERROR							
<div style="display: inline-block; border: 1px solid black; border-radius: 50%; padding: 5px; margin: 5px;">Save</div> <div style="display: inline-block; border: 1px solid black; border-radius: 50%; padding: 5px; margin: 5px;">Cancel</div>							

Automatic narrative will be inserted in patient record when "Save" is selected.

Additional narrative text will be inserted in patient record if typed here.



To access the client's narrative records, you must log into CMS Net.